



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

IN REPLY REFER TO

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JAN 23 2003

POLICY STATEMENT 2-03

From: Commander
To: Distribution List

Subj: MARINE CORPS STOP MOVE/LOSS ADMIN INSTRUCTIONS

Ref: (a) MCBul 1900 of 7 Jan 03 (MARADMIN 007/03)

1. The following administrative procedures are established to comply with the Stop Move and Stop Loss Policy {Ref (a)} as it applies to Marines in Marine Corps Logistics Bases. The reference should be reviewed in its entirety and particular attention given to the admin instructions contained in paragraph 3.

2. Stop Move. Effective immediately any execution of orders falling outside the parameters of par 2a of the reference will be held in abeyance. Marines with PCS Orders will continue to plan for their eventual execution; specifically Special Duty Checklists, Medical Screening and Area Clearance Requests.

3. Stop Loss

a. Effective immediately, Marines desiring to separate will submit an AA Form via the Marines Chain of Command to the Commander, Marine Corps Logistics Bases for separation authority. Commanders must consider if it is in the best interest of the service to allow the Marine to separate, taking into consideration that replacements may not be provided due to current personnel constraints, stop movement, augmentee requirements and current new policies under consideration.

b. Effective immediately, Marines with an effective date of retirement later than 1 Apr 03 will submit an AA Form to the Commander, Marine Corps Logistics Bases via the Chain of Command. Without approval from this Headquarters, commands will not execute a retirement or submit a retirement request except for those identified within paragraph 2b(4) of the reference.

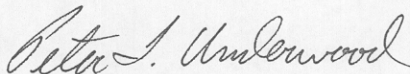
(1) The AA Form should include a concise description of the impacts upon the Marine if the retirement is involuntarily cancelled or delayed.

(2) Endorsees must include justification which will indicate if it is in the best interest of the service to allow the Marine to separate. Consideration must be given with the understanding that a replacement may not be provided due to current personnel constraints, stop movement, augmentee requirements and new policies under consideration.

4. The information contained in the AA Form and endorsements will be utilized to assist the Commander, Marine Corps Logistics Bases in determining whether separation or retirement is in the best interest of the service.

5. Cancellation. 31 Jan 2004 unless changed by higher authority.

6. Point of Contact. Address questions concerning this policy to Capt Livingston or MGySgt Satonica at (COMM) 229-639-6561/2; (DSN) 567-6561/2; (E-mail) livingstonrj@matcom.usmc.mil
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